

Chapter Overview

Introduction

The objective of this chapter is to provide a concise, user friendly job aid for understanding and executing the policies and procedures of the military pay system. This chapter provides checklists, guides, and information required to complete these tasks.

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Section Overview

Introduction This section provides you the information needed to understand how the member elects a payment method and the numerous ways the Coast Guard keeps the members informed of their individual pay.

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Pay Delivery Method

Introduction

Retirees, annuitants, recruits, and reservists are required to have their pay delivered by Direct Deposit/Electronic Fund Transfer (DD/EFT). Direct deposit is the most efficient and reliable method of pay delivery. The possibility of a lost or stolen check is eliminated with use of direct deposit. If a member is on direct deposit and a pay delivery problem occurs, HRSIC can normally correct the problem and make payment within 48 hours.

Delivery Methods

This table shows the two different options for the election of pay delivery.

Option	Method	Description	Restrictions/Notes
1	Direct Deposit	The member's pay is deposited into their checking or savings account each payday via Electronic Fund Transfer (EFT).	This is the safest and most convenient method of pay delivery.
2	Accrue net at HRSIC	A member may have their pay held at HRSIC during PCS or extended leave/TAD periods.	Submit a new election to resume regular pay delivery.

How to select a pay delivery method

Members should use CGHRMS Self Service menu to change existing Direct Deposit account information. Pay Delivery method may be changed by having the member complete a new CG-HRSIC 2015, Pay Delivery Worksheet (Enclosure (1) to this manual), and forwarding the completed form to the PERSRU.

Leave and Earnings Statement (LES)

Introduction The Leave and Earnings Statement (LES) may be the most important document a member receives and therefore must be well understood by administrative support personnel to assist members when they have questions concerning their pay.

Description Block-by-block descriptions may be found on the reverse of the LES. A comprehensive description is contained in “You and Your LES”, Appendix (F) of this manual.

Disposition Leave and Earnings Statement are distributed as follows:

- For active duty members, except members assigned to detached OPFACs, HRSIC (MAS) mails the Privacy Act copy of the LES to the member’s permanent unit for delivery to the member. If LESs for the entire unit are not received by the fifth day of the following month, notify HRSIC (MAS) and the PERSRU. If an LES for one member is not received by the fifth of the following month notify the PERSRU.
- If a member is transferred before the LES is delivered, the unit from which the member departs forwards the LES to the new unit for delivery to the member.
- For reserve members, and members assigned to detached OPFACs, HRSIC (MAS) mails the Privacy Act copy of the LES to the member’s mailing address (the address shown in block 22 of the LES). Reserve members not on active duty, or members assigned to detached OPFACs, who do not receive their LES by the fifth day of the following month, should contact their PERSRU.
- PERSRU copies of LESs are forwarded by HRSIC (MAS) to the member’s PERSRU for review and filing in the PERSRU PDR. If the member has been transferred, the PERSRU will forward the PERSRU copy of the LES to the member’s new servicing PERSRU.

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Leave and Earnings Statement (LES), Continued

Non-Computes Occasionally, a member's file may not meet the conditions necessary to compute pay. When this occurs, the member will receive an LES for projected pay for the month(s) the member is in a non-compute status. The projected LES will only reflect allotment deductions. When the file is corrected, the member will receive a corrected LES for each month the file was in a non-compute status.

Pay Notification for Members Assigned to Deployed Cutters or Overseas/Isolated Units

Net Pay Advice Message (NPAM)	Cutters and overseas/isolated units may receive mid and end of month pay information via net pay advice message (NPAM).
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Requesting NPAMs	<p>Eligible units must submit a one-time request to receive NPAMS.</p> <ul style="list-style-type: none">• Requests for NPAMs may be submitted by message or E-mail to HRSIC (MAS). <p>Once the request has been approved, the unit will receive NPAMs on a continuous basis. There is no need to submit a new request prior to each deployment.</p>
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Section Overview

Introduction This section explains the types of payments available to Coast Guard members and the procedures to request special payments, advances and death gratuity.

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Regular Payments

Introduction	A regular payment is a payment made by PMIS/JUMPS based on the member's pay account. It is delivered based on the member's payment option election.
Pay periods	Each month is divided into two pay periods. Approximately 10 days before the end of each pay period, HRSIC computes the payroll based on PMIS/JUMPS transactions input by PERSRUs.
Description	A regular payment covers the amount of pay and allowances accruing to an account during a semimonthly pay period. This payment also includes routine adjustments to previous pay periods.

Special Payments

Background

In addition to making regular semimonthly payments, HRSIC has the authority and ability to make certain special payments through the Department of Treasury. Special payments can be authorized in two instances:

Nonreceipt of pay

Member did not receive his/her regular semimonthly payment, or received it but it was lost or stolen.

Significant pay shortage

Member's regular semimonthly payment was significantly less than it should have been, and the member will experience a hardship if he/she must wait until the next scheduled payday to receive the pay due.

Criteria for special payments due to nonreceipt of pay

A member may be authorized a special payment if:

- Member is on direct deposit, and the member has verified with his/her financial institution that his/her semimonthly payment has not been received by the financial institution: or
 - Member is not on direct deposit, and the member's semimonthly check either:
 - 1) Has not arrived within 5 working days after scheduled payday; **or**
 - 2) Was received by the member, but was lost or stolen before the member could negotiate it.
-

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Section B
TYPES OF PAYMENT

Special Payments, Continued

Criteria for special payments due to regular semimonthly payment being significantly less than it should have been

A member may be authorized a special payment if he or she meets **all** of the following 5 criteria:

- (1) The member is underpaid \$100.00 or more in his/her regular semimonthly payment; **and**
- (2) The pay shortage amounts to 10% or more of the member's total pay entitlements; **and**
- (3) The member is not scheduled to receive the reimbursement of the pay shortage in the next scheduled payday; **and**
- (4) The pay shortage is causing the member to experience a financial hardship; **and**
- (5) The PERSRU has submitted documentation certifying the member's entitlement to the additional pay due.

Nonreceipt of pay procedures

Follow these procedures for claiming nonreceipt of pay.

When member's pay delivery is	Then the ...	Does this...
Direct Deposit	Member	Notifies unit admin office, provides the following: <ul style="list-style-type: none">• name and address of financial institution.• name and phone number of person to contact at the financial institution.
	Unit	Notifies PERSRU.
	PERSRU	Verifies information and notifies HRSIC (MAS).
	HRSIC (MAS)	Makes special payment via EFT if needed within 3 working days.

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Section B
TYPES OF PAYMENT

Special Payments, Continued

**Significant
pay shortage
procedures**

Follow these procedures for requesting a special payment in pay shortage cases:

Note: Special payments for IDT pay discrepancies are generally not authorized but may be considered on a case-by-case basis.

When member's pay delivery is	Then the ...	Does this...
significantly less than it should have been	Member	Notifies unit admin office that a special payment is needed to avoid a financial hardship.
	Unit	Notifies PERSRU.
	PERSRU	<ul style="list-style-type: none">• Verifies that all pay entitlement transactions have been input into PMIS/JUMPS.• Relays special payment request to HRSIC (MAS)
	HRSIC (MAS)	Makes or authorizes special payment if needed within 3 working days.

Advance Payments

Introduction This information has been provided to aid in determining what type of advances are allowed, when they may be utilized, and how they will be liquidated.

Reference CG Pay Manual, Section 9-D, Advance Payments.

Rules Payment of advances must be made through PMIS/JUMPS unless a bona fide emergency exists. Advance Pay may not be paid in cash.

Types of advances Use this table to choose which advance should be taken.

Types	Normally payable when ...
Pay	<ul style="list-style-type: none">• transferring to a new permanent duty station (PDS).• serving on a vessel which has a change of homeport.• ordered to active duty (AD) of 140 days or more.
BAH	authorized for payment of: <ul style="list-style-type: none">• advance rent;• security deposits and/or;• initial expenses incident to occupying other than government housing.
OHA, Interim Housing Allowance, and BAH	In conjunction with assignment outside the U.S., is authorized payment of: <ul style="list-style-type: none">• advance rent;• security deposits and/or;• initial expenses incident to occupying other than government housing.

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Section B
TYPES OF PAYMENT

Advance Payments, Continued

Amount payable

Amount requested up to a maximum of three months:

- Advance pay.
 - Advance BAQ and VHA.
 - Advance OHA, Interim Housing Allowance, and BAQ - amount to be advanced will be determined on the basis of housing expenses and the authorized OHA, interim housing allowance, and BAQ.
-

Process

This is the process for payment of advances:

Step	Who does it	Action taken
1	Member	Submits appropriate worksheet (from enclosure (1) of this manual) to unit <ul style="list-style-type: none">• Submits Advances Worksheet, or• Submits PCS Departing Worksheet, if applicable.
2	Unit	Authorizes advance and forwards to PERSRU.
3	PERSRU	Completes Advance transactions.

Liquidation

Refer to Paragraph 9-D-5, CG Pay Manual for specific liquidation schedules. The Advances Worksheet (CG HRSIC-2010, from Enclosure (1) of this manual) provides a general description of the liquidation process.

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Section B
TYPES OF PAYMENT

Advance Payments, Continued

**Changes to
liquidation
schedules**

Use this table to determine action needed to change liquidation schedule.

When member	Then
requests increase,	monthly amount is increased.
member requests decrease and liquidation period for advance pay will not exceed 24 months. Note: Applicable to liquidation of advance pay only. The liquidation period for advance BAQ/VHA/OHA is limited to 12 months.	decrease may be authorized by unit commanding officer.
member requests decrease for liquidation of advance OHA, Interim Housing Allowance, and BAQ in conjunction with Overseas Assignment	decrease may be authorized by unit commanding officer.
member is separated during liquidation schedule,	ensure a lump sum payment is effected.
member did not use advance for its intended purpose,	ensure a lump sum payment is effected.

Changes in the monthly installment amount being deducted are made by the servicing PERSRU.

Death Gratuity Payments

Introduction Death gratuity is payable to eligible survivors of Coast Guard members who die while on active duty. The maximum amount payable is \$6,000.

References CG Personnel Manual, Article 18-A-4, Death Gratuity
CG Pay Manual, Section 10-K, Death Gratuity

Rules

- Servicing ACOs may be authorized by Commandant (G-WPM-2) to make death gratuity payments to surviving spouses of members who died on active or inactive duty.
- Death gratuity payments other than to spouses will only be made by HRSIC (SES).
- Death gratuity payments are not recorded in PMIS/JUMPS.

Procedures This procedure describes the steps for payment of death gratuities to spouses:

Step	Who does it	Action taken
1	Spouse	<ul style="list-style-type: none">• Completes DD Form 397 and includes their SSN in block 5.• Submits DD Form 397 to the servicing ACO.
2	ACO	Certifies payment on the DD-397 and distributes as follows: <ul style="list-style-type: none">• Original - retained by ACO as supporting documentation.• One copy - given to the spouse.• One copy - mailed to COMDT (G-WPM-2).• One copy - mailed to HRSIC (SES) with latest copy of the CG-4113.
3	HRSIC (SES)	<ul style="list-style-type: none">• Sends payment via EFT if needed.• Issues 1099R to spouse (at the end of the tax year). <p>Note: If payment via EFT is desired, indicate whether or not payment will be sent to the member's account as listed in PMIS/JUMPS or to another account designated by the spouse. If not using the same account as listed in PMIS/JUMPS include one of the following, signed by the spouse:</p> <ul style="list-style-type: none">• CG HRSIC-2015 (Pay Delivery Worksheet)• FMS Form 2231 (FASTART)• SF-1199 (Direct Deposit Application)

Retired Pay Projection Request

Introduction

The CG HRSIC-1900 form may be used to obtain an estimated projection of your future retired pay. It is a financial planning service offered by HRSIC (RAS) to members with over 15 years service who are considering retirement.

Completing the CG HRSIC-1900

The member should complete the CG HRSIC-1900 in original only. Instructions for completion of the form are on the reverse side of the form. The bottom of the form is for HRSIC (RAS) use. A blank CG HRSIC-1900 can be found in Enclosure (1) of this manual.

Mail the completed form to:

COMMANDING OFFICER (RAS)
USCG HUMAN RESOURCES
SERVICE & INFORMATION CENTER
444 SE QUINCY STREET
TOPEKA KS 66683-3591

Section Overview

Introduction This section explains the different payment methods and gives policies, procedures and processes to guide the unit in support of personnel.

In this section

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Payment of Recruits	6-C-5
Requesting an Accelerated SRB Payment	6-C-6

Payment of Mobile Unit Personnel

Introduction	This will assist you in providing timely reporting of a member's entitlement, or loss of entitlement, to Career Sea Pay (CSEAPAY), Career Sea Pay Premium (CSEAPAY PREM) and enlisted subsistence entitlements when attached to a mobile unit.
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Reference	CG Pay Manual, Section 4-B, Career Sea Pay. JFTR, Para U4105-B2, U4125-A3b(2), U4125-A3g, and U4540
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What is a Mobile Unit?	<p>Per Section 4-B-5 of the U. S. Coast Guard Pay Manual, COMDTINST M7220.29A (series), a mobile unit is:</p> <ul style="list-style-type: none">• Designated by the Commandant or his designee.• Identified by individual OPFAC number.• A unit whose members are not permanently assigned to a specific career sea pay eligible vessel, but who are expected to perform the unit's primary mission under way aboard several different career sea pay eligible vessels. <p>Payment of Career Sea Pay is based upon the Career Sea Pay eligibility level of the unit. Mobile units as of October 1, 2001 are authorized Level 1 CSP.</p>
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Types of Mobile Units	<p>Mobile units include:</p> <ul style="list-style-type: none">• Law Enforcement Detachments (LEDETs)• Tactical Law Enforcement Teams (TACLETs)• Atlantic Area Fleet Training Groups (FTGs)• Pacific Area Fleet Training Groups (FTGs)• U. S. Forces Caribbean• Cutter Support Teams (CSTs)• Shipboard Aviation Detachments (AVDETs)• Electronic Support Detachment (ESD) Teams
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Section C
METHODS OF PAYMENT

Payment of Mobile Unit Personnel, Continued

Career Sea Pay Entitlement Members assigned to mobile units are entitled to *continuous* career sea pay (and career sea pay premium, if otherwise eligible) on the same basis as members assigned to Coast Guard vessels, subject to two conditions:

If the member is assigned	Then the member is
to a mobile unit billet to perform tasks which are administrative in nature, and does not routinely deploy afloat	NOT entitled to continuous career sea pay. Note: The member is entitled to career sea pay only when actually deployed. When the member is deployed, the PERSRU must be notified by the most efficient means available. Include the following information when notifying the PERSRU of the member's deployment: <ul style="list-style-type: none">• Rate/Rank, name, SSN• Effective date/time of deployment.• Estimated length of deployment.
to a mobile unit <i>and</i> remains ashore for over 30 days (not including periods of leave).	NOT entitled to continuous career sea pay The member's entitlement to continuous career sea pay stops, and will not restart until the member again gets underway.

Subsistence Allowance for enlisted personnel

When mobile unit personnel are deployed to a vessel with a dining facility:

- If the vessel is a Coast Guard vessel, the member will be charged the Discount Meal Rate for all meals while on the vessel.
- If the vessel is a Navy or foreign vessel, the member will not have a Discount Meal Rate deduction from his/her pay. The member must either:
 1. pay cash for meals; or
 2. the ship will submit a Pay Adjustment Authorization (DD Form 139) to HRSIC for recoupment of meal charges.

Per Diem while underway

Members issued TAD orders to a Government vessel are **NOT** entitled to per diem.

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Payment of Mobile Unit Personnel, Continued

Certifying entitlement	<p>To accomplish payment of continuous CSEAPAY, each member's eligibility must be certified monthly by the appropriate personnel:</p> <ul style="list-style-type: none">• District (ole) staffs.• Group Commanders.• CO of the PACAREA TACLET.• Regional TACLET Commanders.• Senior CG liaison officer attached to Navy mobile units.
Monthly Roster	<p>A certification roster must be submitted within 3 working days after the first of each month and signed by the CO or Chief of the District Office (ole) staff, to the servicing PERSRU with the following information:</p> <ul style="list-style-type: none">• Rate/Rank.• SSN.• Each member must be annotated that they either remain eligible for CSEAPAY or are ineligible for CSEAPAY effective (date).• A copy of each member's ride sheet must be attached.
Roster not received by PERSRU	<p>If the monthly certification roster is not received by the fifth working day after the first of the month, the PERSRU will submit PMIS/JUMPS transactions to stop CSEAPAY on all members not certified.</p>
Record keeping	<p>The CO/staff chief signing the certification roster shall retain copies for 3 years and have it available for audit. The servicing PERSRU will retain the CO's monthly certification roster for 3 years and shall retain a copy of the mobile unit designation and designation removal document(s) for 3 years after removal of the designation for audit.</p>

Section C
METHODS OF PAYMENT

Payment of Recruits

Introduction Recruits are accessed in PMIS/JUMPS upon reporting to TRACEN Cape May, and are required to be on Direct Deposit (pay option 4).

Method of payment This table describes the payment methods used to pay recruits at various stages of recruit training.

Stage	Description
During training	Depending upon PMIS input/cutoff dates, direct deposit payments will be made on the first or second payday after arrival at Cape May. For recruits with dependents who are not paid on the first payday after arrival due to missing cutoff, Cape May shall solicit off-line payment by sending an e-mail request to HRSIC (MAS).
At separation	Discharged recruits will have their first direct deposit payment made by HRSIC within 4 working days of notification of discharge.
At graduation	Within 2 working days after graduation, Cape May's Payment Authorization Official (PAO) shall ensure all PMIS/JUMPS transactions are submitted.
After graduation	PMIS/JUMPS will continue to generate payments on regularly scheduled paydays for EFT to member's direct deposit account.
Advances	Recruits are entitled to advance pay during their first PCS move. TRACEN Cape May will coordinate their entitlements with HRSIC (MAS) for inclusion in their last direct deposit payment prior to graduation. If the normally authorized amount of advance (\$500) is insufficient to cover anticipated PCS expenses, Cape May will issue additional advance pay in form of traveler's checks.

Requesting an Accelerated SRB Payment

Introduction An accelerated payment is defined as an early payment of the next SRB installment, prior to the normal anniversary date, but in the same fiscal year in which the installment payment is due.

Reference COMDTINST 7220.33 (series), Reenlistment Bonus Programs Administration.

Process This is the process.

Stage	Who does it	What happens
1	Member	Submits a letter requesting accelerated payment to unit CO.
2	Unit CO	Approves/disapproves request and forwards to HRSIC (MAS) if approved.
3	HRSIC	Processes payment within 30 days of receipt. Payment will be in the first regular payday after documents process.

Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

Section Overview

Introduction This section explains the Inactive Duty Training (IDT) pays system, and gives policies, procedures and processes to guide the unit in support of reserve personnel.

In this section

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The IDT Process	6-D-3
Drill Orders	6-D-5
Unit Attendance Record (UAR)	6-D-10
Waiver of Pension/Disability Compensation or Retired Pay	6-D-17
Annual Reserve Retirement Point Statement	6-D-19
Disability Processing	6-D-21

Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

IDT Prerequisites

Introduction	Before crediting a reservist with pay and/or points for IDT drills certain conditions must be met.
Reference	<ul style="list-style-type: none">• Reserve Policy Manual, COMDTINST M1001.28 (series)• Measuring the Contribution of Reserve Duty, COMDTINST 5310.3
Drills must be scheduled	Reservists must be scheduled to attend drills. Correspondence necessary to document attendance at drills include endorsed inactive duty drill orders and copies of Standard Travel Order for Military Personnel (CG-5131) for appropriate duty drills, and documentation of actual attendance at the drill (e.g., sign-in sheets, records of muster, endorsement on orders, etc.).
Pay Status	Reservists in a non-pay training/pay category (e.g. “H”) are not authorized payment for IDT drills. Single and multiple drills are normally scheduled IDT drills. Only a reservist assigned to a drilling unit and in a pay status, (e.g. A, B), are entitled to receive pay and points for IDT drills. Reservists assigned to a drilling unit in a non-pay status receive points only. Inputting a drill for pay will not override the reservist’s pay status.
Appropriate Duty	The Activity or ISC (fot) must authorize appropriate duty (with or without pay). The authority for issuing appropriate duty orders without pay may be delegated to unit commanding officers. Appropriate duty with pay will override the training/pay category of the reservist when assigned to a <u>drilling unit</u> (not the IRR-87400 or ISL-87500), allowing the reservist to receive pay.

Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

The IDT Process

Introduction Inactive duty reservists are paid by the PMIS/JUMPS system. This section was developed to help guide the field in the IDT processes.

Reference

- Reserve Policy Manual, COMDTINST M1001.28 (series), Chapter 2
- Measuring the Contribution of Reserve Duty, COMDTINST 5310.3
- Paperwork Management Manual, COMDTINST M5212.12

The IDT process Stages of the IDT process.

Stage	Who does it	What happens
1	Unit	<ul style="list-style-type: none">• Coordinate drill dates and location with member(s).• Prepare and send drill orders to member(s) at least 2 weeks prior to drill dates. .
2	PERSRU	<ul style="list-style-type: none">• Generate Unit Attendance Record from SDAII if the PERSRU uses the UAR for documenting drill attendance. Ensure pre-printed identification data is completed IAW 3PM, 6-D-10. Forward partially completed UAR to Unit via e-mail, fax or regular mail prior to next scheduled drill
3	Reservist	<ul style="list-style-type: none">• Perform drill(s) as scheduled• Ensure orders are endorsed by supervisor and give to unit ADMIN.• Keep a personal copy of endorsed orders for your records.

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Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

The IDT Process, Continued

**The IDT
process (conti.)**

4	Unit	<ul style="list-style-type: none">• Endorse member's orders verifying that member completed drill(s) as ordered.• Ensure that all amendments to orders are completed prior to reporting drills to the PERSRU.• Report drill attendance to the PERSRU within 48 hours of drill completion via the Unit Attendance Record (UAR), or local form per COMDTINST 5310.3. The IDT Certification Sheet shown on page 6-D-16 may be used for members who drill "as directed" apart from the entire reserve group.• Initial submission of the UAR, IDT Certification Sheets or other form may be E-mailed or faxed to the PERSRU to meet the 48 hour reporting requirement.• File copy of drill orders in unit file for two years, then destroy.
5	PERSRU	<ul style="list-style-type: none">• Verify proper completion of and signature on UAR, IDT Certification Sheet(s), or local form.• Complete SDAII transactions for payment.• Take action on Error Feedback Report.• Maintain UAR, IDT Certification Sheets, or other form in files for 3 years then destroy.
6	HRSIC	<ul style="list-style-type: none">• Ensure PMIS/JUMPS exceptions are corrected.

Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

Drill Orders

Introduction	The inactive duty pay cycle starts with the inactive duty drill orders. This section will discuss the rules for drill orders and provide the recommended format of group and individual IDT Drill Orders.
Reference	<ul style="list-style-type: none">• Reserve Policy Manual, COMDTINST M1001.28 (series)• Measuring the Contribution of Reserve Duty, COMDTINST 5310.3
Rules for Drill Orders	<p>Follow these rules for IDT drill orders:</p> <ul style="list-style-type: none">• Prepare and send drill orders to member(s) at least 2 weeks prior to drill dates.• Only those reservists whose names are on inactive duty drill orders (with pay) and are in a good pay status, or who have been issued appropriate duty orders (with pay), are authorized to receive pay for periods of inactive duty.• If a reservist's name is not on the inactive duty drill orders when they are issued, and the reservist is later authorized by the commanding officer to perform duty on the date or dates covered by the orders, a written amendment to the order must be prepared and signed.• The unit must ensure that amendments to drill orders are made prior to submission of the UAR, IDT Certification, or local form to the PERSRU for SDAII entry.
Verbal Orders	<p>A reservist may be authorized to attend drills or perform appropriate duty verbally if written authorization cannot be prepared until after the duty has commenced. However, written amendments to the inactive duty drill orders or appropriate duty orders must contain a statement similar to the following: "These orders constitute written confirmation of verbal orders issued by _____ on _____."</p>

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Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

Drill Orders, Continued

Rules for reporting drills

When reporting drills, you cannot report:

- Two single drills on the same day. (However, you may report a multiple drill with two separate program designator codes.)
 - Two periods of appropriate duty.
 - Appropriate duty and a single drill on the same day.
 - Appropriate duty and a multiple drill on the same day.
 - Appropriate duty without the CG-5131.
 - Two multiple drills on the same day.
 - Drills while a reservist is on ADT or while in a ADT travel status.
-

Sample IDT Drill Orders

IDT Drill Orders shall be in writing. As a minimum drill orders must include:

- Identification of the reservist by name.
 - Dates and beginning/ending times of each drill for the period of the orders.
 - Location where each drill is performed.
 - The following pages contain recommended sample orders.
-

Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

Example of IDT Drill Order Letter (To Unit)

Commanding Officer
United States Coast Guard
Unit Name

Unit Address

Phone: ()
FAX: ()

1321/1326
Date

From: Commanding Officer, Unit
To: "Unit Name" Reservists

Subj: MONTHLY INACTIVE DUTY FOR TRAINING (IDT) ORDERS

1. The following members are ordered to report as indicated below to perform IDT:

<u>Member Name</u>	<u>SSN</u>	<u>Drill Dates</u>	<u>Drill Times</u>	<u>Drill Location</u>	<u>.</u>
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2. If emergency or unforeseen circumstances arise and you are unable to perform duty on the time and dates directed, you must notify your supervisor prior to the start of duty.

Signature of CO or as authorized By direction

Encl: (1) Order Endorsements

Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

Supervisor Endorsement on IDT Orders

RESERVIST NAME _____ RANK _____ SSN _____

Note: Refer to page 6-D-12 and 6-D-16 for most commonly used codes. For a complete list of "TYPE, CODE, and MEAL CODES, see COMDTINST 5310 (series)

DATE _____ DUTY TYPE _____ PROGRAM CODES ____/____ MEAL CODE _____

DATE _____ DUTY TYPE _____ PROGRAM CODES ____/____ MEAL CODE _____

DATE _____ DUTY TYPE _____ PROGRAM CODES ____/____ MEAL CODE _____

DATE _____ DUTY TYPE _____ PROGRAM CODES ____/____ MEAL CODE _____

I certify that the above named reservist completed drills as specified.

Supervisor Signature

Supervisor Name, Rank, (printed)

MEMBER ENDORSEMENT

I certify that I have performed the drill(s) as indicated above.

Members Signature

Note: Ensure this Endorsement On Orders is signed by your supervisor and given to your unit ADMIN office for UAR/IDT Certification entries.

Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

Example of Amendment to IDT Drill Order Letter

Commanding Officer
United States Coast Guard
Unit Name

Unit Address

Phone: ()
FAX: ()

1321/1326
Date

From: Commanding Officer, Unit
To: Reservist Name, SSN, USCG

Subj: AMENDMENT TO DRILL (IDT) ORDERS

Ref: (a) Inactive Duty for Training Drill Orders of _____
(date)

1. Your orders contained in reference (a) are hereby amended to read as indicated below.

<u>Drill Dates</u>	<u>Drill Times</u>	<u>Drill Location</u>
--------------------	--------------------	-----------------------

1. If you are unable to perform duty on the time and dates directed, you must notify your supervisor no less than 24 hours prior to the start of duty.

Signature of CO or as authorized By direction

Encl: (1) Order Endorsements

The Unit Attendance Record

Introduction • The Unit Attendance Record (UAR) can be used to record information on inactive duty training for pay and points accounting. For members who drill “as directed”, without their usual group, an IDT Certification Sheet shown on page 6-D-16, may be used to report drill completion.

Documentation The UAR is prepared from the information contained on the inactive duty drill orders, including amendments, appropriate duty orders, and the informal attendance record.

Only those reservists who were ordered to perform drills or authorized to perform appropriate duty prior to commencement of the drill or appropriate duty may be given credit for attendance.

All entries of drills or appropriate duty recorded on the UAR must be supported by written inactive duty drill orders or written appropriate duty orders.

Retroactive authorization to attend drills or perform appropriate duty is not authorized.

The duty must be performed on the date specified in the orders.

The completed UAR, along with the written orders authorizing the duty and the attendance records supporting all drill entries, shall be provided to the official authorized to certify the UAR’s.

Guidelines for entering information on the UAR When completing the UAR it is important to follow these guidelines so that the reservist will receive proper credit for IDT.

- All entries must be typed or printed legibly.
- Do not use correction fluid, correction tape, or overwrite any mistakes or incorrect information.

Draw a line through mistakes or incorrect information and initial. Then enter the correct data in the next available space. If more space is needed, follow the procedures for listing more than 4 drill entries.

Continued on Next Page

Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

The Unit Attendance Record, Continued

**Procedure for
listing more
than 4 drill
entries**

If you need to make more than 4 drill entries for a reservist, type or print legibly the identification data, items 1-6, for the reservist on a blank page at the end of the UAR and continue with the drill information.

Program Codes

Two program codes must be assigned when reporting a multiple drill. These codes may be identical only when appropriate.

- If a drill involved support of more than one program, assign the highest precedence program code per COMDTINST 5310.3 (series) as shown here in descending order:

1. Contingency and Surge Operations
 2. Operation Program Descriptions
 3. Support Program Descriptions
-

**Pre-printed
identification
data**

The first six items on the UAR will be pre-printed by the PERSRU and forwarded to the unit prior to each drill if the unit selects this method of reporting drills. These items include SSN, Name, Rank/Rate, Training Rate, Category/Classification, and Anniversary Date.

Note: Recently assigned personnel may not be listed and the unit will have to enter this information.

Continued on next page

Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

The Unit Attendance Record, Continued

**How to
complete the
UAR**

Instructions for completing the UAR.

Item	Enter																												
SSN	Reservist’s SSN.																												
Name	Reservist’s last name, first and middle initial.																												
Rank/ Rate	Reservist’s rank or rate using up to five characters (e.g., LCDR, YN1).																												
Trn Rt	For E-3s who have NOT attended a Class “A” school or those personnel who have been authorized to prepare for a lateral change in rating, enter rate for which the member is training.																												
Anniv. Date	Reservist’s anniversary date in four digits, MMDD format (e.g., 1027).																												
Cat Cls	Reservist’s reserve category, class and pay category as prescribed in Section 10-B, RPM MANUAL.																												
Att Cd	Duty Type - The type of drill, see listing below. <table><tr><td>Type</td><td></td><td>Type</td><td></td></tr><tr><td>Single Drill (w/pay)</td><td>S</td><td>Unexcused absence-single</td><td>P</td></tr><tr><td>Multiple Drill (w/pay)</td><td>M</td><td>Unexcused absence -multi</td><td>Q</td></tr><tr><td>Single Drill (w/o pay)</td><td>E</td><td>Excused Absence - Training</td><td>T</td></tr><tr><td>Multiple Drill (w/o pay)</td><td>D</td><td>Excused Absence - Other</td><td>X</td></tr><tr><td>Appropriate duty(w/pay)</td><td>A</td><td>Single Drill w/pay and a</td><td></td></tr><tr><td>Appropriate duty(w/o pay)</td><td>N</td><td>Single Drill w/o pay</td><td>F</td></tr></table>	Type		Type		Single Drill (w/pay)	S	Unexcused absence-single	P	Multiple Drill (w/pay)	M	Unexcused absence -multi	Q	Single Drill (w/o pay)	E	Excused Absence - Training	T	Multiple Drill (w/o pay)	D	Excused Absence - Other	X	Appropriate duty(w/pay)	A	Single Drill w/pay and a		Appropriate duty(w/o pay)	N	Single Drill w/o pay	F
Type		Type																											
Single Drill (w/pay)	S	Unexcused absence-single	P																										
Multiple Drill (w/pay)	M	Unexcused absence -multi	Q																										
Single Drill (w/o pay)	E	Excused Absence - Training	T																										
Multiple Drill (w/o pay)	D	Excused Absence - Other	X																										
Appropriate duty(w/pay)	A	Single Drill w/pay and a																											
Appropriate duty(w/o pay)	N	Single Drill w/o pay	F																										
Date	Date - The date of the drill in month/day format (e.g., 5/29).																												

Continued on next page

Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

The Unit Attendance Record, Continued

**How to complete the
UAR, continued**

Item	Enter					
Prog Des1/ Prog Des2	Program Designations. The appropriate program designation code, see listing below. Note: For a complete definition of these codes, see Enclosure (1) to COMDTINST 5310.3 (series).					
	Operational	Code	Support	Code	Contingency and Surge Operations	Code
	Short Range ATON	AN	Acquisition-General	AQ	Boating Safety	BC
	Boating Safety Activities	BA	Public and International Affairs	AB	Defense	DC
	Defense Operations	DO	Contingency Preparedness	AC	Law Enforcement	LC
	Ice Operations	IO	Research & Development	AD	Environmental	LC
	Law Enforcement	LE	Engineering & Logistics	AE	Aids to Navigation	NC
	Environmental Protection	ME	Financial Management, Supply and Inventory	AF	Port Safety and Security	PC
	Merchant Vessel Inspection and Documentation	MI	Structured Training-General	AT	Search & Rescue	SC
	Marine Licensing, Personnel & Causality Investigations	MP	Civil Rights- General	AH	Great Lakes - Summer Stock	GL
	Radio Navigation	NR	Security, CMC, Pubs.	AI	Space Program Support	SP
	Port Safety and Security	PS	Health Services	AK	Olympic Games Support (1996)	OC
	Search & Rescue	SR	Legal-General	AL		
	Vessel Traffic Services	VT	Operational Intelligence	AG		
			Personnel Support	AP		
			Safety and Occupational health	AS		
			Command, Control and Communications	AW		

Continued on next page

Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

The Unit Attendance Record, Continued

**How to complete the
UAR, continued**

Item	Enter																
ML CD	Used to authorize payment of Commuted Rations (COMRATS) for enlisted reserve members when meals were not available to the member, either from a government mess or through commercial procurement. Use this table to determine which code to use: <table><tr><th>If the member is authorized COMRATS for</th><th>Then the code is</th></tr><tr><td>Breakfast Only</td><td>A</td></tr><tr><td>Lunch Only</td><td>B</td></tr><tr><td>Supper Only</td><td>C</td></tr><tr><td>Breakfast and Lunch</td><td>D</td></tr><tr><td>Lunch and Supper</td><td>E</td></tr><tr><td>Breakfast, Lunch and Supper</td><td>F</td></tr><tr><td>No entitlement</td><td>N</td></tr></table>	If the member is authorized COMRATS for	Then the code is	Breakfast Only	A	Lunch Only	B	Supper Only	C	Breakfast and Lunch	D	Lunch and Supper	E	Breakfast, Lunch and Supper	F	No entitlement	N
If the member is authorized COMRATS for	Then the code is																
Breakfast Only	A																
Lunch Only	B																
Supper Only	C																
Breakfast and Lunch	D																
Lunch and Supper	E																
Breakfast, Lunch and Supper	F																
No entitlement	N																
Pd Drl	The adjusted total of paid drills, overwriting the pre-printed number.																
Un Ex	The total unexcused absences for the member during the current anniversary year.																

Signature Follow the rules for Signature of Responsible Officer, Authority to sign, on page 1-7 of this manual.

Attachments Attach the following supporting documentation to the UAR

- Appropriate Duty orders

If travel allowances	Then send
are authorized,	a certified, endorsed copy of the CG-5131 with the UAR. Note: Send original to HRSIC (TVL) with travel claim.
are not authorized,	the original of the CG-5131 with the UAR.

Maintain original IDT Orders and a copy of Appropriate Duty Orders in unit file until two years old then destroy IAW Paperwork Management Manual, COMDTINST M5212.12.

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Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

The Unit Attendance Record, Continued

Distribution Distribute the UAR within 48 hours of drill completion, as follows:

- Original - PERSRU
- Copy - Group
- Copy - Unit

Note: Initial submission of the UAR and IDT Certification Sheets may be E-mailed or faxed to the PERSRU to meet the 48-hour reporting requirement followed by mailing the endorsed original.

Correction to entries after forwarding to PERSRU Immediately notify the PERSRU, if there is a need to correct any entry on a UAR, which has already been sent to or processed by the PERSRU.

IDT Certification Sheet The Inactive Duty for Training (IDT) Certification Sheet shown on the following page may be used to report/record Inactive Duty for Training when members drill “as directed”, without their usual group.

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Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

IDT Certification Sheet

IDT CERTIFICATION SHEET					
Name (<i>last, first, MI</i>):			SSN (<i>last four only</i>):		Rank/Rate:
Unit:			Cat Class (<i>i.e. RQA</i>):	Total Paid Drills this FY (<i>excluding below</i>):	
INSTRUCTIONS: Utilize this Inactive Duty for Training (IDT) Certification Sheet rather than the UAR, to report/record when a member drills "as directed", without their usual group. Once the Certifying Official signs this form immediately deliver it & a copy of the IDT Orders directly to the Servicing PERSRU.					
Drill Date	Attendance Code	Program Code #1	Program Code #2	Meal Code	PERSRU USE ONLY Date R985 Processed
1.					
2.					
3.					
4.					
5.					
6.					
7.					
Attendance Codes	Operational Program Codes		Support Program Codes		Cont. & Surge Ops Program Codes
S – Single Drill (w/pay) M – Multiple Drill (w/pay) E – Single Drill (w/o pay) D – Multiple Drill (w/o pay) A – RPM (Appropriate Duty) w/pay N – RPM (Appropriate Duty) w/o pay P – Unexcused absence - Single Q – Unexcused absence - Multiple T – Excused Absence – Training X – Excused Absence – Other F – Single Drill w/pay & a Single Drill w/o pay	AN – Short Range ATON BA – Boating Safety Activities DO – Defense Operations IO – Ice Operations LE – Law Enforcement ME – Environment Protection MI – Merchant Vessel Inspection & Documentation MP – Marine Licensing, Personnel & Casualty Investigations NR – Radio Navigation PS – Port Safety & Security SR – Search & Rescue VT – Vessel Traffic Services		AQ – Acquisition – General AB – Public & International Affairs AC – Contingency Preparedness AD – Research & Development AE – Engineering & Logistics AF – Financial Mgt, Supply & Inventory AT – Structured Training – General AH – Civil Rights – General AI – Security, CMC, Pubs AK – Health Services AL – Legal – General AG – Operational Intelligence AP – Personnel Support AS – Safety & Occupational Health AW – Command, Control & Comms		BC – Boating Safety DC – Defense LC – Law Enforcement LC – Environmental NC – Aids to Navigation PC – Port Safety & Security SC – Search & Rescue GL – Great Lakes – Summer Stock SP – Space Program Support OC – Olympic Games Support 1996
CERTIFYING OFFICIAL SIGNATURE: I certify that this member performed training on the date(s) indicated above. I further certify in accordance with 37 U.S.C. 402(b) that this member received commuted rations while performing Inactive Duty for Training in at least eight hours on the above date(s) and that the above meals were not available to the member either from a government mess or through commercial procurement.					
Signature of Certifying Official (<i>Include Name, Rank and Title</i>):					Date:

Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

Waiver of Pension/Disability Compensation or Retired Pay

Introduction	<p>Reservists who, by virtue of prior military service, are receiving compensation such as:</p> <ul style="list-style-type: none">• a pension• a disability compensation• a disability allowance• retired pay <p>are not entitled to receive military pay and allowances for periods of active duty, active duty for training or inactive duty unless they elect a waiver of VA compensation.</p>
References	<ul style="list-style-type: none">• CG Pay Manual, Paragraph 12-B-3• 10 U.S.C. 12316
Form for waiving VA compensation	<p>The Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances (VA Form 21-8951) is used to elect a waiver of VA compensation.</p> <ul style="list-style-type: none">• The VA Form 21-8951 is a onetime waiver of VA compensation and, once completed, remains in effect as long as the reservist is assigned to the ready reserve.
Compensation adjustment	<p>Compensation waived is on the basis of 1 day of compensation for every inactive duty drill and/or for each day of active duty.</p> <ul style="list-style-type: none">• Compensation will be adjusted after the end of each fiscal year.

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Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

Waiver of Pension/Disability Compensation or Retired Pay,

Continued

**The waiver
process**

This is how the process for waiving pension/disability compensation or retired pay works.

Stage	Who does it	What happens
1	Dept. of Veterans Affairs (VA)	Mails a VA Form 21-8951 to active reserve members who, at the end of the fiscal year are receiving VA compensation, and do not have a waiver on file
2	Member	Completes VA Form 21-8951 and forwards to local VA office
3	HRSIC	<ul style="list-style-type: none">• Verifies the number of drills and active duty periods the member performed• Provides totals to VA
4	VA	Adjusts member's VA compensation

Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

Annual Reserve Retirement Point Statement

Discussion Annually, each selected reservist is issued an Annual Reserve Retirement Point Statement (CG-4175A). These statements are produced and distributed by HRSIC (SES) monthly. The monthly run produces a CG-4175A for selected reservists whose anniversary month is three months past. For example, in February 1998, HRSIC (SES) issues CG-4175As to all selected reservists whose anniversary month is in November 1997.

Note: HRSIC (SES) will also mail a copy of the CG-4175A to servicing PERSRUs at the same time a copy is sent to the selected reservist. PERSRUs shall review and file the most current year CG-4175A in Section 2 of the PERSRU PDR.

References Reserve Policy Manual, COMDTINST M1001.28 (series), Section 8.C.10
Military Personnel Data Records (PDR) System, COMDTINST M1080.10D

Discrepancies on the CG-4175A Instructions on the CG-4175A advise the reservist to verify the entries on the CG-4175A. If an entry is incorrect, the reservist is instructed to identify the discrepancy, and:

If	Then
there is any discrepancy:	<p>a report of discrepancy will be submitted by the member and sent to his/her servicing PERSRU.</p> <p>Note: The following supporting documentation should be sent with the request:</p> <ul style="list-style-type: none">• Endorsed ADT/IDT orders,• CGHQ-4973A,• CG-4175A,• correspondence course completion letters,• Any other supporting documentation

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Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

Annual Reserve Retirement Point Statement, Continued

**CG-4175A not
received by the
member**

If the member does not receive the CG-4175A or the member is requesting a copy of the CG-4175A, then the member should request a copy from his/her servicing PERSRU.

**CG-4175A not
received by the
PERSRU**

If a copy of the CG-4175A is not available at the PERSRU, then the PERSRU must request a copy from HRSIC (SES). The request can be by E-mail and must contain the following information on the member:

- Name
- SSN
- Current mailing address

Note: If member has moved since retiring or separating, please ensure the member's current address is correct and in the records.

Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

Disability Processing

Introduction Disability processing applies to reservists who incur or aggravate an injury, illness, or disease in the line of duty while performing, or traveling to, active duty for 30 days or less or inactive duty training (IDT).

References

- Reserve Policy Manual, Section 7-E
- CG Pay Manual, Chapter 12, Reserve Pay and Allowances
- Administrative Investigations Manual, COMDTINST M5830.1

Process Below are the stages of disability processing.

Stage	Who does it	What happens
1	Member	Becomes disabled
2	Member/ CO	Ensures a medical exam by proper authorities is completed
3	CO	Issues line-of-duty determination
4	CO	Obtains medical documentation
5	CO	Notifies ISC (pf) via letter of the member's injury. Letter shall include the following information: <ul style="list-style-type: none">• Member's full name, rate and SSN;• Duty status (AD, IDT, traveling to or from duty site) at the time injury occurred, and the time and dates of the duty period;• Date, time, place and circumstances of the injury;• Nature of the injury, estimated period of impairment, and anticipated disposition;• If hospitalized, estimated period of impairment, and anticipated disposition; date, time, place, and estimated period of hospitalization along with address of hospital, name of attending physician, and admission diagnosis;• If not hospitalized, name and address of clinic or physician's office where member was treated and when treatment occurred; name of attending physician, diagnosis, physician's prescribed treatment, including follow-up treatment;• Opinion as to whether the injury was incurred in the line of duty;• Complete home and work address and phone number of the member; and• Name and phone number of the member's civilian employment supervisor.

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Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

Disability Processing, Continued

Process (continued)

Stage	Who does it	What happens
6	ISC (pf)	Issues Notice of Eligibility (NOE) if the member will not be FFD by the end of the active duty/IDT period
7	ISC (pf)	Coordinated with CO to initiate an Initial Medical Board if treatment will extend beyond 10 weeks
8	ISC (pf)	Coordinates payment of the member with HRSIC (SES) Note: Members are entitled to active duty pay and allowances less earned income from nonmilitary employment or self-employment.
9	Member	Submits certificates to HRSIC (SES) every two weeks.
10	ISC (pf)	Terminates NOE

Certificates

A certificate of claim for compensation and a certificate of physical condition shall support a notice of Eligibility (NOE) by medical authority. The certificates must be prepared on plain bond paper and attached to the NOE. Below are examples of each.

Example of certificate of claim for compensation

"I hereby certify that during the pay period for _____ to _____, I have not received, nor have I a claim pending, with the Department of Veterans Affairs, or my current employer, for any income, pension, or disability compensation. My civilian employment supervisor is _____ who can be reached at _____. I (have)(have not) received Workers Compensation in the amount of \$_____."

Signature, Rank/Rate, SSN, USCGR

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Section D
PAYMENT OF INACTIVE DUTY RESERVISTS

Disability Processing, Continued

**Example of
certificate of
physical
condition by
medical
authority**

“This is to certify that _____, USCGR was
undergoing medical treatment by me from _____ to _____, and
was unable to perform the military duties to which he/she would normally be
assigned. Member's duty status is _____. This is a
progress report and prognosis as of ____ (date)_____.

Signature and Title of Medical Authority
Name & Address of Treatment Facility

**Disability
processing for
reservists on
active duty
greater than
30 days**

When a reservist is injured while on active duty for greater than 30 days, the
above procedures do not apply. In this case, the reservist will be continued on
active duty until fit for full duty or separated. The commanding officer shall
coordinate with ISC (pf) who shall contact the servicing PERSRU who will
provide an extension of the member's active duty orders.
